#### **Submitting EDUID Corrections**

### Step 1: Extract Files from Your Local Student/HR Information System

The EDUID Corrections will be submitted to the SFTP site. Provide in csv or excel template form.

EDUID/LastName/FirstName/MiddleName/DOB/OldName

### **Step 2: Preferred Uniform File Naming Convention**

The file or files that are extracted from your local system must follow a uniform naming convention. The reason for a uniform naming convention is to ensure that your data is properly updated in a timely manner. Please use the following uniform naming convention:

NOTE: Please provide your own 3 digit district number in place of the "000" below

000\_RequestorsName\_TenDigitPhone#.csv; or 000\_RequestorsName\_TenDigitPhone#.xls; or 000 RequestorsName TenDigitPhone#.xlsx

## **Step 3: Accessing the SFTP Site**

To access the SFTP site, you will need to download an FTP client to gain access. There are a number of free clients available, but a few suggestions would be <a href="www.filezilla-project.org">www.coreftp.com</a>. For the purposes of this document, FileZilla will be used as an example. Once you have downloaded a software client of your choice, use the following credentials to gain access to the SFTP Upload server:

Site Name: Idaho SFTP Upload
Host/IP: 164.165.67.220

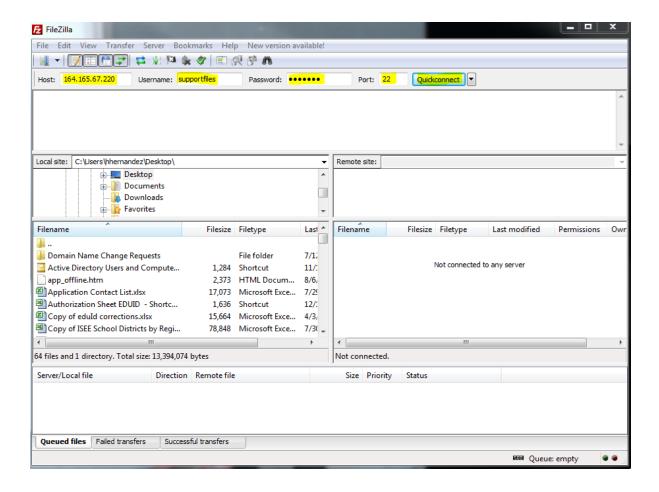
• Username: supportfiles

• Password: Contact Support for password.

Port: 22

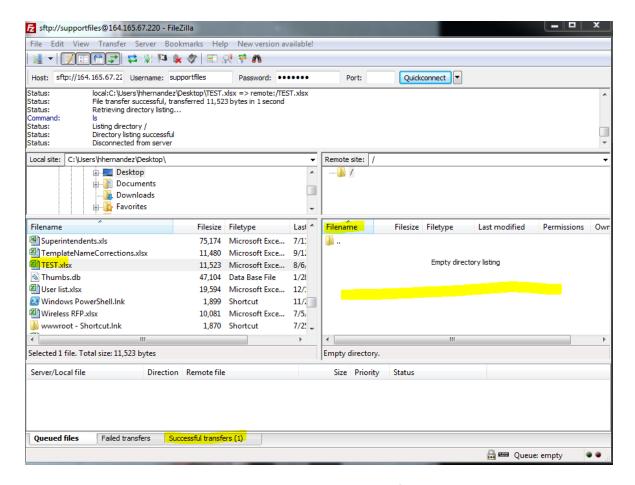
• Click: QuickConnect

Having trouble connecting to the SFTP site? Please contact SDE Support at (208) 332-6923



# Step 4: Loading File or Files to the SFTP Site

Once you have gained access to the SFTP site, you will need to load the associated file or files to the server. If using FileZilla application, your screen will look similar to the screenshot below:



As seen within the screenshot, you will locate the appropriate file to upload on the **local site**. Once located, you will then highlight the file and drag-and-drop the file into the **remote site** (within the Filename field) as indicated above. Once you have completed the drag-and-drop process, it may take several minutes to complete the upload process to the remote server.

#### **Step 5: Check Your Work**

\* Note: Files loaded to the SFTP site are 'write only' – no confirmation will be received nor will you be able to review what has been sent after posting.

You will then need to check your work to ensure that the process has been completed. If your file has been properly loaded to the SFTP server, verify that the "Successful Transfer" message appears. Your screen will look similar to the screenshot above.

IMPORTANT: Send email to <a href="mailto:support@sde.idaho.gov">support@sde.idaho.gov</a> to notify that file has been sent and to initiate EDUID edits.

# **Support Contacts**

- Todd King, IT Resource Manager <a href="mailto:tking@sde.idaho.gov">tking@sde.idaho.gov</a>
- SDE Support Desk <a href="mailto:support@sde.idaho.gov">support@sde.idaho.gov</a>